

13 MAY 1981

OFFICE OF FINANCE NOTICE NO. 12-81

SUBJECT: Confidentially of Panel Proceedings

General

This Notice pertains to the evaluation and promotion panels and specifically to the deliberations by panel members during the panel meetings. Each panel is charged with a very serious responsibility to have it's members mutually produce a single consensus comparative evaluation listing, supported with functional characteristics ratings for each employee and a descriptive narrative paragraph pertaining to each employee's ratings as well as to decide and recommend to the Director of Finance which employee's will be promoted.

Policy

The panel deliberations are confidential to the panel and should be so considered and guarded by each panel member. Once the consensus is completed, whether it be for comparative evaluation or promotion, and the panel is adjourned, panel members are to refrain from discussing the panel deliberations with individual employees. Employee's wishing to discuss their ranking and ratings are to contact their respective Career Management Officer who will provide them with details of the panel's consensus.

Employees should not expect panel members to discuss the confidential panel deliberations as the panel members do not retain copies of the consensus documents and their personal recollection and views of what was said or happened may not be consistent with the panel's documented consensus.

Edward L. Sherman

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